

# Designee Management: Selection, Appointment, and **Renewal (SAR)**

Presented to: 2006 Designee Conference

By: Carl Mittag, Manager, ASW-170

Date: May 24, 2006



**Federal Aviation  
Administration**



# Introduction

- The Selection, Appointment and Renewal system (SAR) was designed to provide the automation of Designee Management within Aircraft Certification (AIR) and complement the Designee Information Network (DIN).
- The need to automate Designee Management for all Aviation Safety (AVS) Organizations (Aircraft Certification, Medical and Flight Standards) led AIR to the decision to automate the renewal component of SAR.
- SAR is a web-based application accessed through your internet browser.
- Information entered into SAR by the designee, and the actions taken by the advisor, DPC, and reviewer are saved to DIN once they are approved.

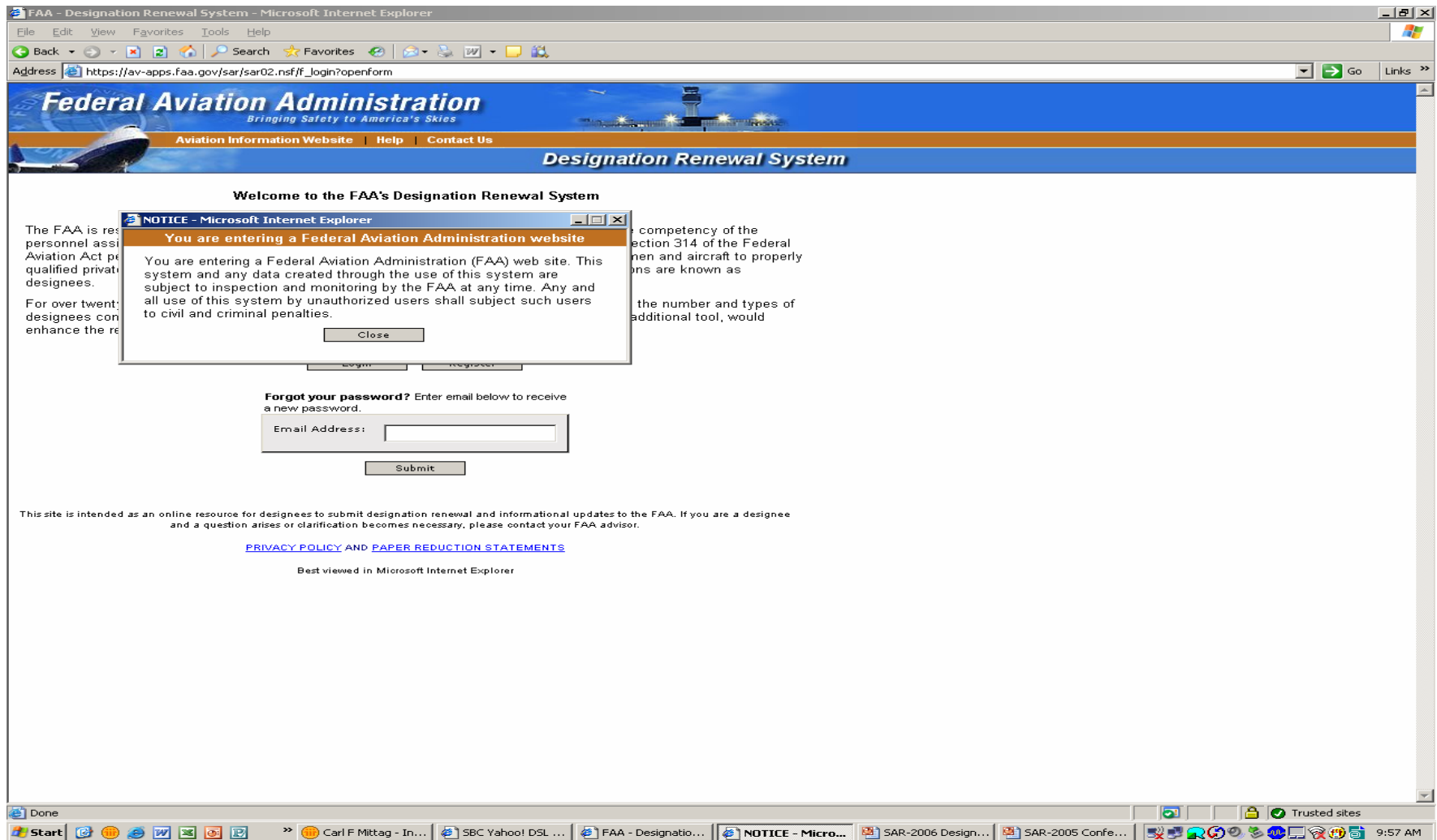


# Policy

- FAA Order 8100.8B, Designee Management Handbook, Dated 09/30/2004
  - Para. 1000. b. **Automation of the Renewal Process.**
    - Allows the electronic exchange of information
  - Para. 1000. b. (2) **Designee Users.**
    - Mandates Renewal Process usage for all AIR designees.
    - Online system enables designees to maintain their personal data and make requests for renewal.
    - Allows for exceptions to mandatory use at the managing office level.



# Designee Welcome Screen



# Designee Welcome Screen

The screenshot shows a web browser window titled "FAA - Designation Renewal System - Microsoft Internet Explorer". The address bar shows the URL "https://av-apps.faa.gov/sar/sar02.nsf/f\_login?openform". The page features the Federal Aviation Administration logo and the text "Bringing Safety to America's Skies". Below this, there are links for "Aviation Information Website", "Help", and "Contact Us". The main heading is "Designation Renewal System".

**Welcome to the FAA's Designation Renewal System**

The FAA is responsible for certifying the safety, or airworthiness, of aviation equipment and the competency of the personnel assigned to perform the broad array of functions needed to ensure aviation safety. Section 314 of the Federal Aviation Act permits the Secretary of Transportation to delegate responsibility for certifying airmen and aircraft to properly qualified private persons or organizations. Such properly qualified private persons or organizations are known as designees.

For over twenty years, the FAA has successfully governed a growing number of designees and the number and types of designees continue to grow. The FAA recognized that the use of an automated system as an additional tool, would enhance the relationship between designees and the FAA.

[Login](#)   [Register](#)

**Forgot your password?** Enter email below to receive a new password.

Email Address:

[Submit](#)

This site is intended as an online resource for designees to submit designation renewal and informational updates to the FAA. If you are a designee and a question arises or clarification becomes necessary, please contact your FAA advisor.

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Done   Trusted sites



# Designee Registration Screen

The screenshot shows a web browser window titled "Register - Microsoft Internet Explorer". The address bar displays the URL: <https://av-apps.faa.gov/sar/sar02.nsf/b5cc3ad4e352968785256e190058b80a?OpenForm>. The page header features the Federal Aviation Administration logo and the text "Bringing Safety to America's Skies". Below this is a navigation bar with links for "Aviation Information Website", "Help", and "Contact Us". The main heading is "Designation Renewal System".

The form is titled "DESIGNEE REGISTRATION FORM" and includes a section for "REQUIRED FIELDS". The fields are:

- \* Validation Number:
- \* Designee Number:  (enter only the number: DAS-**100079**-CE)
- \* Email:

Below the fields are two buttons: "Submit" and "Cancel".

At the bottom of the form, there is a disclaimer: "This site is intended as an online resource for designees to submit designation renewal and informational updates to the FAA. If you are a designee and a question arises or clarification becomes necessary, please contact your FAA advisor." Below this is a link to "PRIVACY POLICY AND PAPER REDUCTION STATEMENTS".

The footer of the page states "Best viewed in Microsoft Internet Explorer".



# Registration Email

- [AVRAACEXTPRDN2/Servers/FAA\\_AVR\\_EXT%FAA\\_AVR\\_EXT@qps2.airweb.faa.gov](mailto:AVRAACEXTPRDN2/Servers/FAA_AVR_EXT%FAA_AVR_EXT@qps2.airweb.faa.gov)

Dear Test:

Your registration for the SAR system, submitted on 05/09/2006 has been successfully processed.

Your username is: carl.f.mittag@faa.gov

Your password is: kragbres554

Use this link to log in to the SAR system:

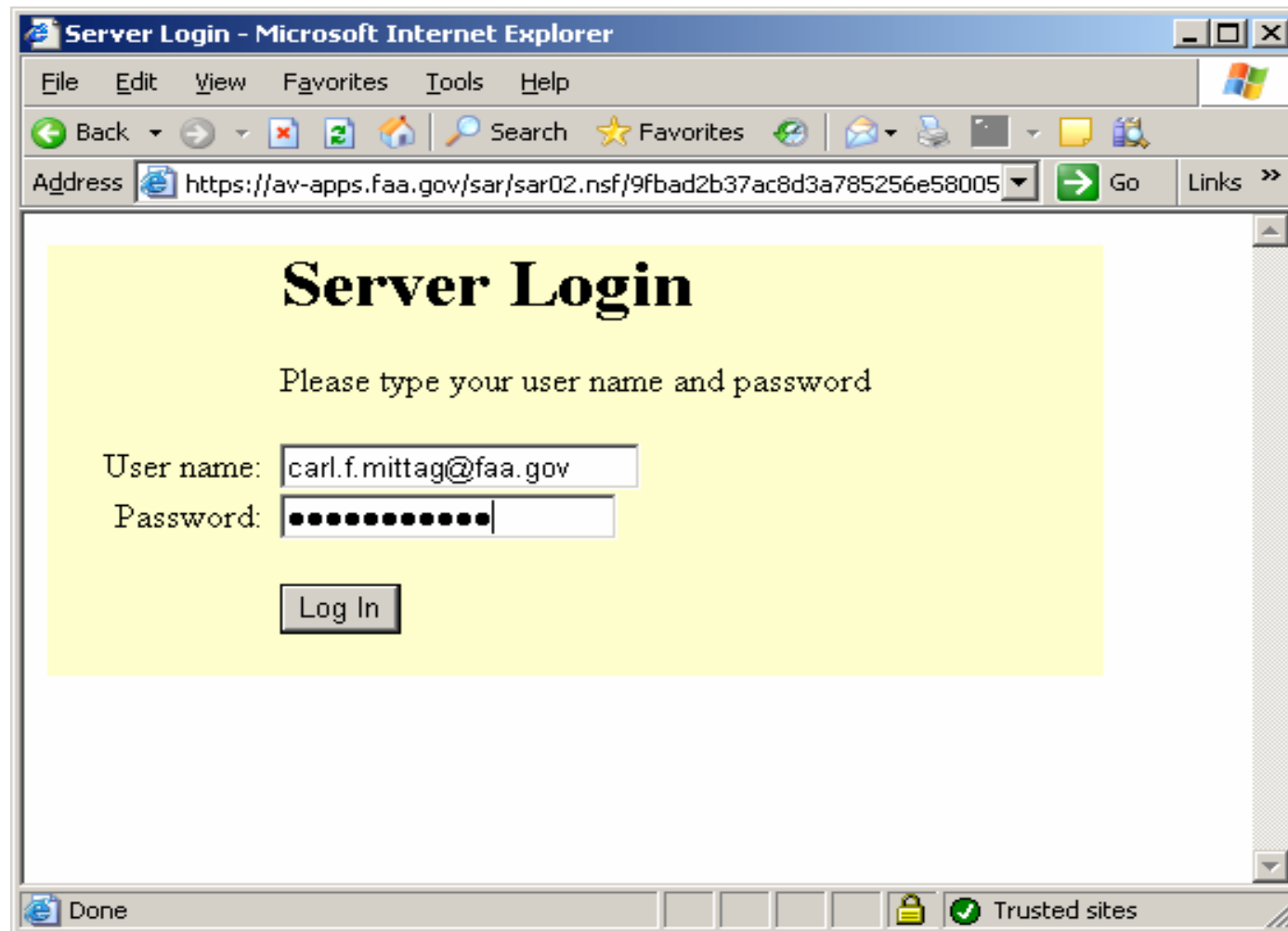
[https://av-apps.faa.gov/sar/sar02.nsf/F\\_Login?OpenForm](https://av-apps.faa.gov/sar/sar02.nsf/F_Login?OpenForm)

If you have questions about SAR, please do not reply to this address, instead send your questions to Sean.Torpey@faa.gov

Thank you.



# Login Screen



**Server Login**

Please type your user name and password

User name:

Password:

Done Trusted sites



# Password Change After First Login

Change Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://av-apps.faa.gov/sar/sar02.nsf/fpn?OpenForm> Go Links

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Aviation Information Website | Help | Contact Us

Designation Renewal

To ensure the security of your SAR account, please change your new password now.

New password: *	<input type="password" value="....."/> (6 character minimum) ?
Confirm password: *	<input type="password" value="....."/> ?

Submit

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# Password Change Notification

FAA - Designation Renewal System - Microsoft Internet Explorer

Address: <http://av-apps.faa.gov/sar/sar02.nsf/Home?OpenForm>

**Federal Aviation Administration**  
**Designation Renewal System**

**Password Change**

Your password has been successfully changed. Please continue browsing our site.

Thank you.

Close

Home | Screen

[Change Password](#)

[DESIGNEE PROFILE](#)

Prefix: First Name: Test  
Middle Name / Initial: Last Name: BBB  
Suffix: Email: carl.f.mittag@faa.gov

[Request Profile Change](#)

[ACIP](#) <- Click here to access your Automated Conformity Inspection Process Account

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
<a href="#">DERT-830453-NE</a>	12/31/2006	Active	Renewable	Carl F Mittag	<a href="#">Request Renewal</a> <a href="#">Request Designation Change</a>

Date Submitted	Change Request Type	Status
----------------	---------------------	--------

\* Designations marked with an asterisk in the "Renewal Status" column have expired and cannot be renewed. Designees cannot perform their function once their designation has expired. Please contact your managing office.

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[PRIVACY POLICY](#) AND [PAPER REDUCTION STATEMENTS](#)

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Done

Start

Carl F Mittag - C... SBC Yahoo! DSL... FAA - Designatio... Federal Aviati... SAR-2006 Desig... SAR-2005 Confe...

Trusted sites

10:49 AM



# Designee Profile Screen

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://av-apps.faa.gov/sar/sar02.nsf/Home?OpenForm Go Links

**Federal Aviation Administration**  
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Aviation Information Website | Help | Contact Us

**Designation Renewal System**

Home | Screen Help

[Change Password](#)

**DESIGNEE PROFILE**

Prefix: First Name: Test

Middle Name / Initial: Last Name: BBB

Suffix: Email: carl.f.mittag@faa.gov

[Request Profile Change](#)

[ACIP](#) <-- Click here to access your Automated Conformity Inspection Process Account

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
<a href="#">DERT-830453-NE</a>	12/31/2006	Active	Renewable	Carl F Mittag	<a href="#">Request Renewal</a> <a href="#">Request Designation Change</a>

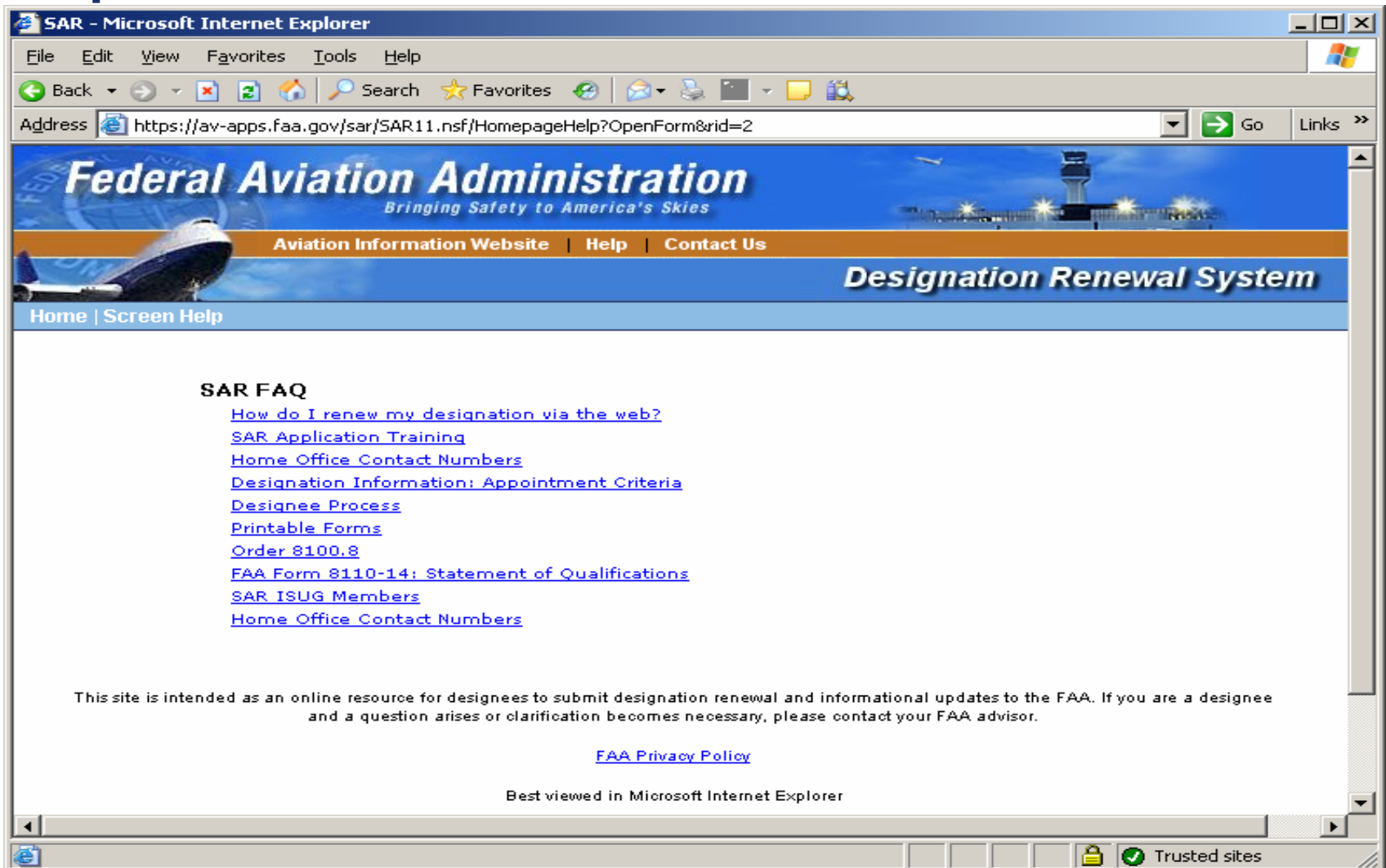
Date Submitted	Change Request Type	Status
----------------	---------------------	--------

\* Designations marked with an asterisk in the "Renewal Status" column have expired and cannot be renewed. Designees cannot perform their function once their designation has expired. Please contact your managing office.

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# Help Screen



# Designee Profile Screen

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://av-apps.faa.gov/sar/sar02.nsf/Home?OpenForm Go Links

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Aviation Information Website | Help | Contact Us

**Designation Renewal System**

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[Change Password](#)

**DESIGNEE PROFILE**

Prefix: First Name: Test

Middle Name / Initial: Last Name: BBB

Suffix: Email: carl.f.mittag@faa.gov

[Request Profile Change](#)

[ACIP](#) <-- Click here to access your Automated Conformity Inspection Process Account

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
<a href="#">DERT-830453-NE</a>	12/31/2006	Active	Renewable	Carl F Mittag	<a href="#">Request Renewal</a> <a href="#">Request Designation Change</a>

Date Submitted	Change Request Type	Status
----------------	---------------------	--------

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# Profile Change Request Screen

Individual Profile Change Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://av-apps.faa.gov/sar/sar03.nsf/jr?openform&ipid=377> Go Links

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**INDIVIDUAL PROFILE CHANGE REQUEST**

<u>Current Information</u>	<u>Requested Change</u>
First Name: Test	New First Name: <input type="text" value="Test"/>
Middle Name:	New Middle Name: <input type="text"/>
Last Name: BBB	New Last Name: <input type="text" value="BBB"/>
Prefix:	New Prefix: <input type="text"/>
Suffix:	New Suffix: <input type="text"/>
E-Mail Address: carl.f.mittag@faa.gov	E-Mail Address: <input type="text"/>

"Please note that your change request will not take effect until approved."

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# Designee Profile Screen

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://av-apps.faa.gov/sar/sar02.nsf/Home?OpenForm Go Links

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[Change Password](#)

**DESIGNEE PROFILE**

Prefix: First Name: Test

Middle Name / Initial: Last Name: BBB

Suffix: Email: carl.f.mittag@faa.gov

[Request Profile Change](#)

[ACIP](#) <-- Click here to access your Automated Conformity Inspection Process Account

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
<a href="#">DERT-830453-NE</a>	12/31/2006	Active	Renewable	Carl F Mittag	<a href="#">Request Renewal</a> <a href="#">Request Designation Change</a>

Date Submitted	Change Request Type	Status
----------------	---------------------	--------

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# Designation Information

Designation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://av-apps.faa.gov/sar/sar02.nsf/de01/299?opendocument> Go Links

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**DESIGNATION**

Prefix: \_\_\_\_\_ First Name: \_\_\_\_\_ Test  
Middle Name / Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ BBB  
Suffix: \_\_\_\_\_

<b>Designation Information</b>	<a href="#">Address Info</a>	<a href="#">Communication Info</a>	<a href="#">Advisor Info</a>	<a href="#">Other Info</a>
--------------------------------	------------------------------	------------------------------------	------------------------------	----------------------------

**Designation Information**

Designation: \_\_\_\_\_ DER (CONSULTANT) \_\_\_\_\_ Designee Number: \_\_\_\_\_ DERT-830453-NE  
Status: \_\_\_\_\_ Active \_\_\_\_\_  
Appointment Date: \_\_\_\_\_ 12/19/2005 \_\_\_\_\_ Expiration Date: \_\_\_\_\_ 12/31/2006 \_\_\_\_\_

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# Address Information

Designation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://av-apps.faa.gov/sar/sar02.nsf/de01/299?opendocument> Go Links

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**DESIGNATION**

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Prefix: \_\_\_\_\_ First Name:

Middle Name / Initial: \_\_\_\_\_ Last Name:

Suffix: \_\_\_\_\_

---

<a href="#">Designation Information</a>	<a href="#">Address Info</a>	<a href="#">Communication Info</a>	<a href="#">Advisor Info</a>	<a href="#">Other Info</a>
---	------------------------------	------------------------------------	------------------------------	----------------------------

---

**Address Information**

Physical Address Information

Street 1:	<input type="text" value="123 Back Street"/>	Street 2:	<input type="text"/>
Street 3:	<input type="text"/>	Mail Stop:	<input type="text" value="update"/>
City:	<input type="text" value="Burlington"/>	State:	<input type="text" value="MA"/>
Zip Code:	<input type="text" value="01803"/>	Country:	<input type="text" value="United States of America"/>

Mailing Address Information

Street 1:	<input type="text"/>	Street 2:	<input type="text"/>
Street 3:	<input type="text"/>	Mail Stop:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Country:	<input type="text"/>

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# Communication Information

Designation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://av-apps.faa.gov/sar/sar02.nsf/de01/299?opendocument> Go Links

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**DESIGNATION**

Prefix: First Name: Test  
Middle Name / Initial: Last Name: BBB  
Suffix:

[Designation Information](#) [Address Info](#) [Communication Info](#) [Advisor Info](#) [Other Info](#)

**Communication Information**

Business Phone: Business Fax:  
Cellular Phone: Pager:  
Email: carl.f.mittag@faa.gov Notification mode: E-Mail

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# Advisor Information

Designation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address <https://av-apps.faa.gov/sar/sar02.nsf/de01/299?opendocument> Go Links

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**DESIGNATION**

Prefix: First Name: Test  
Middle Name / Initial: Last Name: BBB  
Suffix:

[Designation Information](#) [Address Info](#) [Communication Info](#) [Advisor Info](#) [Other Info](#)

**Advisor Information**

Advisor: Carl F Mittag Phone: Error finding pephone in pe document  
Managing Office: Null Appointing Office: Null

This site is intended as an online resource for designees to submit designation renewal and informational updates to the FAA. If you are a designee and a question arises or clarification becomes necessary, please contact your FAA advisor.

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# Other Information

Designation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://av-apps.faa.gov/sar/sar02.nsf/de01/299?opendocument> Go Links

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**DESIGNATION**

Prefix: First Name: Test  
Middle Name / Initial: Last Name: BBB  
Suffix:

[Designation Information](#) [Address Info](#) [Communication Info](#) [Advisor Info](#) [Other Info](#)

**Function Summary**

**Training Summary**

Class Name	Date Attended
------------	---------------

This site is intended as an online resource for designees to submit designation renewal and informational updates to the FAA. If you are a designee and a question arises or clarification becomes necessary, please contact your FAA advisor.

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# Designee Profile Screen

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://av-apps.faa.gov/sar/sar02.nsf/Home?OpenForm Go Links

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[Change Password](#)

**DESIGNEE PROFILE**

Prefix: First Name: Test

Middle Name / Initial: Last Name: BBB

Suffix: Email: carl.f.mittag@faa.gov

[Request Profile Change](#)

[ACIP](#) <-- Click here to access your Automated Conformity Inspection Process Account

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
<a href="#">DERT-830453-NE</a>	12/31/2006	Active	Renewable	Carl F Mittag	<a href="#">Request Renewal</a> <a href="#">Request Designation Change</a>

Date Submitted	Change Request Type	Status
----------------	---------------------	--------

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# Designation Change Request

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://av-apps.faa.gov/sar/sar03.nsf/dc?openform&deid=299> Go Links

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Aviation Information Website | Help | Contact Us

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**Designation Renewal System**

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**DESIGNATION CHANGE REQUEST**

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**DESIGNATION INFORMATION**

Designation: DER (CONSULTANT) Number: DERT-830453-NE

**COMMUNICATION INFORMATION**

<u>Current Communication Information</u>	<u>Requested Change</u>
Business Phone:	New Business Phone: <input type="text"/>
Cellular Phone:	New Cellular Phone: <input type="text"/>
Business Fax:	New Business Fax: <input type="text"/>
Pager:	New Pager: <input type="text"/>
Notification mode: E-Mail	New Notification Mode: E-Mail <input type="button" value="Help"/>

**ADDRESS INFORMATION**

<u>Current Physical Address Information</u>	<u>Requested Change</u>
Street 1: 123 Back Street	New Street 1: <input type="text" value="123 Back Street"/>
Street 2: Error finding adadrs2 in ad document	New Street 2: <input type="text"/>
Street 3: Error finding adadrs3 in ad document	New Street 3: <input type="text"/>

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# Designee Profile Screen

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://av-apps.faa.gov/sar/sar02.nsf/Home?OpenForm Go Links

**Federal Aviation Administration**  
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Aviation Information Website | Help | Contact Us

**Designation Renewal System**

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[Change Password](#)

**DESIGNEE PROFILE**

Prefix: First Name: Test

Middle Name / Initial: Last Name: BBB

Suffix: Email: carl.f.mittag@faa.gov

[Request Profile Change](#)

[ACIP](#) <-- Click here to access your Automated Conformity Inspection Process Account

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
<a href="#">DERT-830453-NE</a>	12/31/2006	Active	Renewable	Carl F Mittag	<a href="#">Request Renewal</a> <a href="#">Request Designation Change</a>

Date Submitted	Change Request Type	Status
----------------	---------------------	--------

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# FAA FORM 8110-29 DER/FAA INTERACTION TRACKING

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://av-apps.faa.gov/sar/sar03.nsf/fd?OpenForm&deid=299> Go Links

**Federal Aviation Administration**  
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Aviation Information Website | Help | Contact Us


**Designation Renewal System**

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[Change Requests](#)

FAA FORM 8110-29 DER/FAA INTERACTION TRACKING

Name:	Test BBB	DER Number:	DERT-830453-NE
CONTACT INFORMATION		<input type="checkbox"/> Information Verified	
Telephone:		Fax:	
Address:	123 Back Street Error finding adadrs2 in ad document Error finding adadrs3 in ad document	City:	Burlington
State:	MA	Zip Code:	01803
Activity From:	<input type="text"/> 	To:	<input type="text"/> 
FAA Advisor	Carl F Mittag	ACO/Branch	Engine and Propeller Directorate Engine Certification Office

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# FAA FORM 8110-29 DER/FAA INTERACTION TRACKING (Cont.)

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://av-apps.faa.gov/sar/sar03.nsf/fd?OpenForm&deid=299> Go Links

Date: 05/09/2006

PROVIDE A **BRIEF** SUMMARY OF YOUR ACTIVITIES WHICH REQUIRED INTERACTON WITH FAA PERSONNEL IN THE FOLLOWING KEY AREAS. INCLUDE PROJECT DESCRIPTIONS, PRODUCT MODELS (AIRCRAFT, ENGINES, PROPELLER, EQUIPMENT, ETC.) AND/OR FAA PROJECT NUMBERS, YOUR SPECIFIC CONTRIBUTIONS TO EACH APPLICABLE INTERFACTION, AND YOUR PRIMARY INDIVIDUAL FAA ENGINEERING CONTACTS.

1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:

2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES (ISSUE PAPERS, EQUIVALENT SAFETY):  
*(FINDINGS, SPECIAL CONDITIONS, EXEMPTIONS, ETC.)*

3. REVIEW AND APPROVAL OF COMPLIANCE DATA:

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# FAA FORM 8110-29 DER/FAA INTERACTION TRACKING (Cont.)

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://av-apps.faa.gov/sar/sar03.nsf/fd?OpenForm&deid=299> Go Links

4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:

5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATION:  
*(ACTIVITIES IN SUPPORT OF FAA FORM 337, REPAIR STATIONS, ETC.)*

6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:

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# FAA FORM 8110-29 DER/FAA INTERACTION TRACKING (Cont.)

FAA - Designation Renewal System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://av-apps.faa.gov/sar/sar03.nsf/fd?OpenForm&deid=299> Go Links

7. PARTICIPATION IN TECHNICAL EXCHANGES:  
(MEETINGS AND TELECONS ON GENERAL TECHNICAL SUBJECTS.)

8. PARTICIPATION IN FAA TRAINING/SEMINARS:

Save as Draft Submit

WARNING: All incomplete applications will be returned and new applications will have to be submitted.

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# Designee Status

FAA - Designation Renewal System - Microsoft Internet Explorer

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**Designation Renewal System**

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[Change Password](#)

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**DESIGNEE PROFILE**

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Prefix: First Name: Test  
Middle Name / Initial: Last Name: BBB  
Suffix: Email: carl.f.mittag@faa.gov

[Request Profile Change](#)

[ACIP](#) <-- Click here to access your Automated Conformity Inspection Process Account

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Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
<a href="#">DERT-830453-NE</a>	12/31/2006	Active	In Progress	Carl F Mittag	<a href="#">Request Designation Change</a>

---

Date Submitted	Change Request Type	Status
5/9/2006 11:10:05 AM	Designation Change Request	Open

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# Renewal System Summary

## The Renewal System

- **Used to submit change requests for:**
  - Profile changes – change a designee's name or e-mail address.
  - Designation changes – change designee's contact numbers and their preference for mail or electronic communication.

NOTE: These requests are approved or denied by the designee's advisor(s).

- **Used to submit your FAA FORM 8110-29 DER/FAA INTERACTION TRACKING Form electronically.**



# What's next?

- The Web based renewal system is live now.
- Rotorcraft Directorate DER Advisors, DPCs and managers have completed training.
- The first renewals will begin with those DERs having an expiration date of July 31, 2006.
- URL: [https://av-apps.faa.gov/sar/sar02.nsf/f\\_login?openform](https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform)



# Designee Renewal System

## Questions?

